



Volunteer Position: Administrative Support

Position Location: Central Region Main Office (5017 50th Ave)

Purpose: To support CMHA Central Alberta staff with administrative projects

Tasks:

- Track and sort donations
- Other projects as they arise

Training and Supervision

- Volunteer orientation
- Job specific training
- CMHA Central Alberta staff will always be nearby to assist as needed

Mission Statement

The Canadian Mental Health Association is a non-profit organization promoting community wellness and supporting people with mental illness, brain injury, and addictions. Based on community needs, staff and volunteers accomplish this through recovery focused support, education, and advocacy.

Our Goals

- To advocate for the best possible care, rehabilitation, and recovery for individuals
- To promote best practices based on current research
- To promote mental health and wellness through education